

**EXECUTIVE COMMITTEE MEETING
MINUTES**

Wednesday, June 21, 2023
2:00pm-4:30pm, Meeting to be held via Zoom

Attendees: Dean E. Olevsky; Drs. J. Abraham, P. Lu, S. Sharma; Assoc. Deans T. Garoma, Y. Ozturk; Asst. Dean T. Garcia; Interim Dean Karen Myers-Bowman, ED Program Development & Administration Casey Rothenberger, Director of Accounting & Finance Heather Bustamante, Senior Associate Dean Sweta Sarkar and Julie Smitherman.

Excused: Dr. D. Zhao

Dean Olevsky called the meeting to order at 2:01 pm.

1. Global Campus Update

Interim Dean Karen Myers-Bowman, ED Program Development & Administration Casey Rothenberger, Director of Accounting & Finance Heather Bustamante, and Senior Associate Dean Sweta Sarkar shared the following update:

1. Interim Dean Karen Myers-Bowman presented an update on who and what is SDSU Global Campus.
 - New Tagline for 2023/24 *We Bring SDSU to You*. Committed to partnering with CoE.
 - Building educational excellence
 - Expand Global Campus on-site, off-site, and online learning opportunities.
 - Focus on flexibility, accessibility and practicality to help students.
 - Global Campus is a facilitator and collaborates with SDSU colleagues to bring ideas to reality.
 - Working to expand the program offerings to students.
 - Educational Program Development
 - Student Counseling and Advising
 - Customer Service
 - Instructional Design
 - Marketing
 - Video Production
 - International Programs
 - Finance
 - IT
 - Shared the New Budget Model (consisting of 3-tiered model) and College & Campus Revenue.

2. Approval of 06/06/2023 Exec. Comm. Mtg. Minutes

The Executive Committee Members unanimously approved the 06/06/2023 Executive Committee Meeting Minutes.

3. University Administration Meeting Update

Dean Olevsky shared the following University Administration update:

ADC Meeting:

1. Dean Olevsky reported that Facilities Services will be performing Electrical Infrastructure Upgrades on the Northern/Eastern part of campus from 06/12 – 07/14, 2023.
2. Dean Olevsky shared Summer 2023 and Fall 2023 Undergraduate and Graduate Student Enrollment Numbers reported by AVP for Academic Affairs, Stefan Hyman.

3. Dean Olevsky reminded the department chairs that they are allowed to proceed with the 2023/24 Faculty Hiring Process.

Provost and Interim Provost Meeting:

1. Dean Olevsky reported that the Provost and Interim Provost will continue supporting The Center for Student Success in Engineering and the CoE Major Advisor's.
2. Dean Olevsky shared the SDSU CyberSecurity Director search failed and will continue in Fall 2023 along with the cluster hire of three Assistant Professors in the area of Cybersecurity.

4. Engineering Storage Containers Update

Dean Olevsky shared the following update:

1. Dean Olevsky shared the Director of Parking & Transportation, Deborah Richeson, photos of Engineering storage trailers and containers that are currently parked in SDSU parking lots. Dean Olevsky and D. Richeson are inquiring who the trailers belong to in the CoE. Asst. Dean Garcia said she will contact the student clubs and the department chairs will contact faculty.

5. ABET Review Update

Assoc. Dean Ozturk reported on the following:

1. Assoc. Dean Ozturk has received the Final version from ME Dept. Chair, John Abraham.
2. Assoc. Dean Ozturk provided feedback to ECE Interim Dept. Chair, Satish Sharma and the final version expected.
3. The submission of the reports to ABET will be completed (reviewed) on 06/28/2023.

6. Research/Grant Update:

Assoc. Dean Garoma shared the following slides:

1. Research Data table on # of Proposal Submissions from T/TT for 2022/23 AY. Including the # of Proposals in FY 2022, FY 2023 (as of 06/20/2023) and FY 2023 (% of FY 2022) by department.
2. Research Data table on # of Awards from T/TT for 2022/23 AY. Including the # of Awards in FY 2022, FY 2023 (as of 06/20/2023) and FY 2023 (% of FY 2022) by department.
3. Research Data table on \$ of Awards from T/TT for 2022/23 AY. Including the \$ of Awards in FY 2022, FY 2023 (as of 06/20/2023) and FY 2023 (% of FY 2022) by department.
4. Assoc. Dean Garoma shared the Research Space Survey as of 06/20/2023.
 - CCEE – 10 faculty responded; four yet to respond
 - ECE – 9 faculty responded; no change from last EC meeting held on 06/06/2023
 - ME and AE - none

7. JDP Program Spring 2023 Admissions Update

Assoc. Dean Garoma shared there are no updates from last EC meeting held on 06/06/2023.

8. Master's Program Update

Assoc. Dean Garoma shared there are no updates from last EC meeting held on 06/06/2023.

9. Sr. Design Writing Component Update

Assoc. Dean Ozturk shared the following update:

1. Assoc. Dean Ozturk shared the Executive Committee agreed to 2-full time Lecturers and 6 Engineering JDP Teaching Assistants.

10. Undergraduate Update

Assoc. Dean Ozturk shared the following update:

1. Assoc. Dean Ozturk shared that as of 06/21/2023 the Summer Enrollment numbers are on target.
2. Graphs of the URM Achievement Gaps from Fall 2018-Fall 2021 and Spring 2019-Spring 2022; comparing Lower Division STEM, Upper Division ENG.
3. Graph of GAP in Lower Division STEM DFW from Fall 2018-Fall 2021.
4. Graph of GAP in Upper Division ENG Courses from Fall 2018-Fall 2021.
5. Graph of PEL Eligible Achievement GAP from Fall 2018-Fall 2021.

6. Graph of Upper Division GAP (PEL Eligible) from Fall 2018-Fall 2021.
7. Graph of Achievement GAP in Lower division STEM from Fall 2018-Fall 2021
8. Graph of Graduation rate of 1st-time freshmen from 2010-2018.
9. Graph of Retention rates from 2010-2018.
10. Graph of the percentage of DFW in MATH 140 from Spring 2021-Summer 2021.
11. Graph of the percentage of DFW in MATH 141 from Spring 2018-Fall 2021.
12. Graph of the percentage of DFW in MATH 150 from Spring 2018-Fall 2021 and of URM students in MATH 150 from Spring 2018-Fall 2021
13. Graph of the percentage of DFW in MATH 151 from Spring 2018-Fall 2021 and of URM students in MATH 150 from Spring 2018-Fall 2021.
14. Graph of the percentage of the Graduation GAP in the CoE from 2010-2018.

11. Advising Update

Asst. Dean Garcia shared the following update:

1. 2023-2024 Catalog
 - Check for accuracy and alignment with course descriptions.
 - Revise Curriculum Guides.
 - Send to Damian Rosales for upload to CSSE website.
 - For Upper Division classes that specify major status as a prerequisite.
 - Students not meeting major status can be removed from classes up to the 8th day of instruction.
 - Removal is best before classes start; but students can add back.
 - College or department process; Major Advisors are here to help if needed.
2. Updated Master Plans
 - New versions have been sent to the departments.
 - Major Advisor, Juno Palau, added the GE Requirements to each departments Master Plans.
3. New Student Orientation
 - Transfer Students start June 29 & June 30; Transfer students can register for SS2.
 - First-Year Students starts July 8.
 - Monitor waitlists to meet demand.
 - RAARS/Registration Exception Memos
 - Impaction Criteria Bookmarks
 - New bookmarks have been designed with the Impaction Criteria Courses listed. The Bookmarks will be handed out at orientation.
 - Student Advising Tips and Forms have been added to each department website.

12. GI 2025 Update

Asst. Dean Garcia shared the following update:

1. Fall 2023
 - 400/737 incoming 1st year engineering students served by CoE Major Advising Team.
 - 325 1st year students are placed in ENGR 101 (priority given to MATH First).
 - ~ 45 1st year students in MESA ENGR 101 sections.
 - ~ 30 1st year students in METS/WISE.
 - 45 incoming transfer students accepted by MESA and offered GENS 350.
 - ENGR 101 Course Book used *Turning on the Lights: Using Learning Culture to Increase Student Success* by Rafael D. Alvarez.

13. Important Dates

Summer 2023

- May 22-June30 - **Summer Session 01**
- July 5-August 14 – **Summer Session 02**

Fall 2023

- **August 17 (Thu)** – 1:00pm-4:30pm – **CoE Faculty & Staff Retreat**– Templo Mayor Conference Room, Aztec Student Union
- **August 17 (Thu)** – 6:30pm-8:30pm – **CoE Gathering** – Tom Ham’s Lighthouse
- **August 21 (Mon)** – **First Day of Classes**
- **October 10 (Tue)** – 11:00am-12:30pm - **CoE Faculty Meeting** – Gold Auditorium, BioScience Center
- **October 12 (Thu)** – 1:30pm-2:30pm - **CoE Staff Meeting** – Dean’s Conference Room E-203E
- **November 3 (Fri)** – 9:00am-1:00pm – **Dean’s Advisory Board Meeting** – Templo Mayor Conference room, Aztec Student Union
- **December 4 (Mon)** – **CoE Faculty & Staff Holiday Event** – TBD
- **December 5 (Tue)** – 11:00am-12:30pm - **CoE Faculty Meeting** – Gold Auditorium, BioScience Center
- **December 7 (Thu)** - 1:30pm-2:30pm - **CoE Staff Meeting** – Dean’s Conference Room E-203E

14. Roundtable

Nothing to report.

Having gone through all the items on the agenda, the EC voted unanimously in favor of adjournment at 4:37 pm.

Minutes submitted by Julie Smitherman, June 5, 2023.